Network Utilities

The Network Utilities group consists of programs that allow Banyan LAN users to do the following:

C   Monitor and control network printers.
C   Change login passwords.
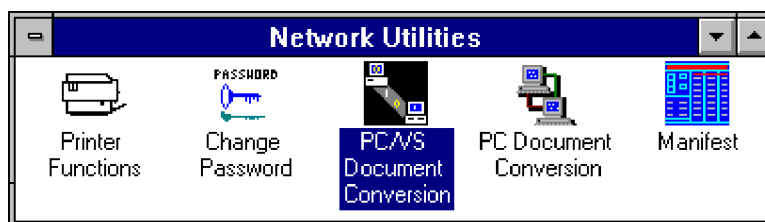C   Convert Wang VS documents to WordPerfect format.

Accessing the Network Utilities Group

To access the Network Utilities group from Program Manager:

1.   Double-click on the Network Utilities group icon.

Program-item icons appear in the Network Utilities group window.

Network Utilities
group window

Printer Functions

Printer Functions allow you to monitor and control your network printers. With this utility, you can:

C   List print requests for a specific network printer and review the print status.
C   Cancel your print request, or print job.
C   Hold a request in the print queue without printing.
C   Reprint a request that has been printed, held, or canceled.

Accessing Printer Functions

To access Printer Functions:

1.   Double-click on the Printer Functions icon in the Network Utilities group window.

       The following screen appears in the Printer Functions window.

Select Print Queue screen

```
                                              +--------------------+
                                              ¦ Select Print Queue _
+-----------------------------------------------+                  _
¦ Use the arrow keys to select a printer, then press ENTER.        _
¦                                                                  _
¦   Printer port          Print queue                             _
¦   ------- ----          ----- -----                             _
¦                                                                 _
¦   LPT1/PRN              PS HPIII@IHSHQE.03@Servers              _
¦   LPT2                  PS HPIII@IHSHOE.03@Servers              _
¦   LPT3                  PS HPIII@IHSHQE.03@Servers              _
¦                                                                 _
¦                                                                 _
¦                                                                 _
¦                                                                 _
¦ Press F10 or ESC to exit this screen.                           _
¦_____
```

> **note**
>
> Your Network Administrator has probably designated LPT3 as your default printer port. (If you have a locally attached printer, LPT1/PRN may be your default printer.) Therefore, your print requests are automatically sent to LPT3 unless you manually change it. You can change your printer port from inside an application or from the Printer Function menu.

Listing Printer Requests

To list the jobs in your print queue:

1.   At the Select Print Queue screen, use the arrow keys to highlight a printer port, and press ENTER.

       A menu of Printer Queue options for the printer you selected is displayed.

```
+-----------------------------------------------------------------+
|                                                                 _
| Printer:     LPT3                                               _
| Print Queue:  PS HPIII@IHSHQE.03@Servers                        _
|                                                                 _
| What would you like to do?                                      _
|                                                                 _
|                                                                 _
|        1 - List Jobs in the Current Print Queue                 _
|        2 - Assign a Different Print Queue                       _
|        3 - De-assign the Print Queue                            _
|        4 - Modify Job Profile                                   _
|                                                                 _
|                                                                 _
|                                                                 _
| Press ESC to exit this screen.                                  _
+-----------------------------------------------------------------+
```

2.   Select 1 - List Jobs in the Current Print Queue, and press ENTER.

        The Control Printer/Jobs screen appears and provides the status of
your   print request.

```
  +--------------------------------------------+---------------------+
  |                                            | Control Printer/Jobs _
+-----------------------------------------------+                   _
|                                                                   _
|   SHOW details        RESCHEDULE        Move to TOP of queue      _
|   ON HOLD             CANCEL            Move to BOTTOM of queue    _
|   OFF HOLD            REPRINT job       Move to DIFFERENT queue    _
|                                         CHANGE format             _
|-------------------------------------------------------------------_
| There are 0 jobs in print queue PS HPIII@IHSHQE.03@Servers.       _
|  Job    State           Creator         Size  Schedule    Format  _
|                                                                   _
| 00353   Done            JOE A. USER     21445 ASAP        OIRMSI1 _
|                                                                   _
|                                                                   _
|                                                                   _
|                                                                   _
|                                                                   _
| Use arrow keys to highlight a command and press ENTER.           _
| Press ESC to exit this screen;  F1 for HELP.                     _
+-------------------------------------------------------------------
```

The following table describes the information in the job list display:

Field	Description
Job	The sequential number assigned to a particular print job.
State	The status of the job.
Creator	The name of the person who sent the print job.
Size	The size, in bytes, of the print job.
Schedule	The time in which the job should be printed.

Canceling a Job

To cancel a job before it is done printing (i.e., when the State is Printing or Ready):

1.   At the Control Printer/Jobs screen, use the arrow keys to highlight CANCEL, and press ENTER.

      The cursor moves to the list of jobs in the queue.

2.   Use the arrow keys to highlight the job that you want to cancel, and press ENTER.

      The State of the job changes to Canceled. The job will be removed from the queue after 10 minutes.

Holding a Job

Holding a Ready job allows the print request to remain in the queue, while allowing jobs that arrived after it to be printed. This is especially useful if there are a few small print jobs in line behind a large one.

note   Jobs which are already in the Printing state cannot be held; they can only be canceled.

To hold a job:

1.   At the Control Printer/Jobs screen, use the arrow keys to highlight ON HOLD, and press ENTER.

      The cursor moves to the list of jobs in the queue.

2.   Use the arrow keys to highlight the job that you want to hold, and press ENTER.

      The State of the job changes to On Hold. The job remains in that state   until it is either canceled or reprinted.

Reprinting a Job

You may reprint a job whose State is either On Hold, Done, or Canceled. Jobs that are Done or Canceled remain in the queue for 10 minutes, so that they may be reprinted.

To reprint a job:

1. At the Control Printer/Jobs screen, use the arrow keys to highlight REPRINT job, and press ENTER.

    The cursor moves to the list of jobs in the queue.

2. Use the arrow keys to highlight the job that you want to reprint, and press ENTER.

    The State of the job changes to Ready. The job will be printed in turn.

Using the On-line Help

To access the on-line Help from most screens:

1. Press F1 on the keyboard.

Exiting Printer Functions

To exit Printer Functions from the Select a Print Queue screen:

1. Press ESC on the keyboard.

Change Password

In order to keep the information in your personal directories secure, it is recommended that you change your password on a regular basis. Your password is set to expire every 90 days. The Change Password utility allows you to change your password more often.

Keep in mind the following rules concerning passwords:

C   Your password must be at least 5 characters and no longer than 15 characters.

C   Your password may contain any combination of letters, numbers, and most special characters; it cannot have any spaces.

C   Your password is case sensitive; you must type the appropriate uppercase and/or lowercase letters.

C   You cannot reuse a particular password until you have changed your password 10 times. In other words, you can reuse the old password after the eleventh change.

To change your password:

1.   Double-click on the Change Password icon in the Network Utilities group window.

   A screen prompts for your password.

2.   Type your current password (it will not appear on the screen as it is typed).

   Another prompt appears.

3.   Type a new password according to the guidelines above (it will not appear as it is typed).

   You are prompted to retype the new password again to confirm the spelling.

4.   Retype your new password, exactly as it was entered the first time.

   If you retype it correctly, your new password will be activated and the application will close. Otherwise, an error message will appear on the screen. Repeat the procedures above until you have successfully changed your password.

PC/VS Document Conversion

PC/VS Document Conversion uses the Lightspeed NVS Document Copy Utilities developed by MacSoft, Inc. This utility enables you to copy and convert your Wang VS word processing or WP Plus documents to one of the available PC formats, such as WordPerfect. Additionally, PC/VS Document Conversion allows you to convert your PC word processing documents to Wang VS word processing or WP Plus format.

PC Document Conversion

The PC Document Conversion is also part of the Lightspeed NVS Document Copy Utilities. This utility allows you to convert PC files and documents from one type of format to another PC format (e.g., WordStar to WordPerfect). Unlike PC/VS Document Conversion, PC Document Conversion is a stand-alone utility, which means that you are not connected to the Wang VS.

Manifest

Manifest is an administrative utility that is used to manage the memory on your workstation. Although this is not a utility that you will use, your Network Administrator requires ready access to it from your PC workstation.